



NARRATIVE INFORMATION SHEET

R09-20-A-007

1. Applicant Information

City of South Tucson, Arizona
1601 S. 6th Avenue
South Tucson, Arizona 85713

2. Funding Requested

- a. Assessment Grant Type – Community-Wide
- b. Federal Funds Requested - \$300,000
- c. Contamination – Both
Petroleum Funding - \$116,895 Hazardous Funding - \$183,105

3. Location

City of South Tucson, Pima County, Arizona

4. Property Information for Site-Specific Applications

Not Applicable

5. Contacts

Project Director

Mick Jensen, Planner
City of South Tucson, Arizona
1601 S. 6th Avenue
South Tucson, Arizona 85713
Telephone: (520) 792-2424
E-mail: mjensen@southtucson.org

Chief Executive/Highest Ranking Elected Official

John Vidaurri, City Manager
City of South Tucson, Arizona
1601 S. 6th Avenue
South Tucson, Arizona 85713
Telephone: (520) 792-2424
E-mail: jvidaurri@southtucson.org

6. Population

5,697

7. Other Factors Checklist

Other Factors	Page #
Community Population is 10,000 or less	1
The applicant is, or will assist, a federally recognized Indian tribe or United States territory	
The priority brownfield site(s) is impacted by mine-scarred land.	
The priority site(s) is adjacent to a body of water (i.e., the border of	



Other Factors	Page #
the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
The priority site(s) is in a federally designated flood plain.	
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency.	3
30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfields site(s) within the target area.	8

8. Letter from the State or Tribal Environmental Authority

A letter dated December 2, 2019 from Travis Barnum, Brownfields Coordinator with the Arizona Department of Environmental Quality acknowledging that South Tucson plans to conduct assessment activities and is planning to apply for FY20 federal brownfields funds is attached to this application.



Douglas A. Ducey
Governor

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY



Misael Cabrera
Director

December 2, 2019
VRP20-077

City of South Tucson
Attention: Mick Jensen
1601 S. 6th Avenue
South Tucson, Arizona 85713

Re: Letter of Support for City of South Tucson Brownfields Community-Wide Assessment Grant

Dear Mr. Jensen,

The Arizona Department of Environmental Quality (ADEQ) Brownfields Program is pleased to provide a letter of support for the City of South Tucson Community-Wide Assessment Grant application to the U.S. Environmental Protection Agency (EPA) for the assessment of hazardous substances in the City of South Tucson.

ADEQ understands with this funding the City of South Tucson will be able to continue to identify and assess brownfield sites in the City of South Tucson, specifically in the Central Business District (CBD) and commercial corridors. This infill area is occupied by abandoned or blighted motels, abandoned gasoline service stations, closed and underutilized manufacturing facilities, and vacant land. Environmental Site Assessments of these properties will be the first step in returning these properties to provide job opportunities, affordable housing and other economic drivers.

ADEQ fully supports the City of South Tucson and their community with this important Brownfields project and we look forward to providing the community with additional services and funding opportunities as needed.

Sincerely,

Travis Barnum, Brownfields Coordinator
Waste Program Division

Main Office

1110 W. Washington Street • Phoenix, AZ 85007
(602) 771-2300

Southern Regional Office

400 W. Congress Street • Suite 433 • Tucson, AZ 85701
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1. PROJECT AREA DESCRIPTION AND PLANS FOR REDEVELOPMENT

A. TARGET AREA AND BROWNFIELDS

i. Background and Description of Target Area

The City of South Tucson, Arizona covers an area of about 1.2 square miles and is located 1 mile south of downtown Tucson. It is located at the junction of Interstate 19 and Interstate 10, which form the western and southern City boundaries. The Union Pacific railroad tracks define the eastern City boundary. Known as the “Pueblo Within a City”, South Tucson has maintained a strong and unique character and cultural heritage reflected in the city's architecture, culture, and businesses. The City is well-known for its 20-plus Mexican restaurants, which account for about 20 percent of the City's sales tax revenues. The ethnic makeup of the city's population is about 80% Hispanic and 12% Native American, and almost 60% of the population speak a language other than English at home. Over 70% of our community are non-permanent residents. The transiency of this population fosters instability and lack of community involvement, making it difficult to improve neighborhoods. The City is also home to a heavy concentration of social service agencies that serve at-risk populations. The significant demographic information for South Tucson is:

- South Tucson's population is 5,697 and is composed of over 90% minorities, 27% children, and 23% women of child-bearing age
- The unemployment rate is almost four times that of the national unemployment rate
- Almost 25% of the households are led by females with no husband present and 63% of these female-led households have children under the age of 18 present
- Over 46% of families are living below the poverty level, and 64% of children younger than 14 are living below the poverty level (compared to 19% for Arizona)
- The median household income is \$21,160, which is about two-thirds the amount of the surrounding metropolitan Tucson area about 44%
- One-quarter of our population does not have health insurance
- Over 43% of our residents used Food Stamp/SNAP benefits in the last year
- Only 41% have a high school diploma; less than 4 percent have a bachelor's degree

South Tucson completed a comprehensive Brownfields inventory using funds from previous EPA Brownfields Community-Wide Assessment grants. This survey revealed that there are approximately 127 Brownfields parcels interspersed throughout South Tucson. Of the 53,000 total acres in the City, 19,080 acres (36%) were identified as occupied by potential Brownfields. Automobile-related and other service industries make up about 20% of the city and abandoned homes/buildings/vacant lots make up about 13% of the city. Most of identified Brownfields have not been assessed (58% by number and 81% by land area).

The Target Area of this FY2020 grant is the Central Business District (CBD), sites immediately surrounding the CBD, and two key business corridors (Fourth Avenue and Sixth Avenue). The CBD area comprises almost 100 acres along the City's southern boundary (Interstate 10 frontage east of Sixth Avenue). Fourth Avenue is home to famous Mexican food restaurants and retail, and Sixth Avenue is the main business corridor. This area is occupied by abandoned or blighted motels; abandoned gasoline service stations; closed or underutilized retail and manufacturing facilities; and vacant land.

ii. Description of the Priority Brownfields Site(s)

About one-half of the City's 127 Brownfields parcels are located within the Target Area and we have identified ten priority sites for redevelopment, including Holsum Bakery, Borderlands Construction, and several undeveloped properties (Caruso's and Central Cristiano Carismatico). Two of the priority sites are:

- **Bordon's Court** – This 46-unit apartment and trailer complex occupies about 0.63 acres in the City's 4th Avenue restaurant corridor. About 30% of City's police calls are related to incidents on or around Bordon's Court, and the area is known for drug and criminal activity. Numerous building and fire code violations have gone unrepaired by the property's owner. However, based on recent discussions with the property owner, who is facing penalties stemming from the City's



Neighborhood Preservation Ordinance, there is an opportunity to use Brownfields funding to support redevelopment of new affordable housing units.

- **Greyhound Park** – This vacant dog racing track covers 10.4 acres and is one of the largest contiguous parcels within the Central Business District. The site holds great promise for retail, commercial, or mixed-use development due to its proximity to Interstate 10 and the 4th Avenue corridor. Structures may be constructed with asbestos-containing materials or lead-based paint that must be assessed in order to facilitate redevelopment.

In addition to the priority assessment sites listed above, there are several other highly-visible Brownfields sites that have been assessed but have not been redeveloped or repurposed. We will prepare a Comprehensive Brownfield Redevelopment Plan to facilitate redevelopment of identified Brownfields sites, with emphasis on the following priority sites:

- **Spanish Trail** – Covering 11.3 acres, the Spanish Trail property is a highly-visible blighted former motel and gasoline service station along Interstate 10 at the eastern City boundary. A Tucson hotspot during the 1950s and 1960s, the Spanish Trail featured a golf course, swimming pool, and dinner show lounge and hosted movie stars, mobsters, and other high-profile guests. By the 1990s, the majority of the buildings were vacant and dilapidated, and the original Spanish Trail Motel sign stands as a landmark to decay and disinvestment. Located along a busy interstate corridor and neighboring the Bridges mixed-use development in the City of Tucson, Spanish Trail holds great potential for redevelopment once environmental issues (predominantly asbestos) are resolved.
- **T&T Market** – The T&T Market served the South Tucson market for over 75 years and was one of many Chinese-owned markets located in Tucson's predominantly minority neighborhoods. The property is located on 6th Avenue, the primary business corridor running through South Tucson, and covers almost 1 acre. The site is currently vacant and past environmental assessments have eliminated environmental concerns. Redevelopment of this site is a priority to reinstate retail tax income to the City and to avoid blight.

Grant funding from previous Community-Wide Assessment grants was used to conduct Phase I/II Environmental Site Assessments (ESAs), Comprehensive Asbestos Surveys (CASs), and Lead-Based Paint (LBP) Surveys. Contaminants discovered at these sites included volatile organic compounds (VOCs), semi-volatile compounds (PAHs), polychlorinated biphenyls (PCBs), heavy metals, asbestos, and lead-based paint. We anticipate these same contaminants are present at unassessed Brownfields sites.

B. REVITALIZATION OF THE TARGET AREA

i. Reuse Strategy and Alignment with Revitalization Plans

One of the most significant barriers to redevelopment of our priority sites and revitalization of our community is the perception of blight and contamination on many of our properties. Assessment of priority Brownfield sites will alleviate this perception, in turn facilitating the redevelopment of these properties by new business owners and/or developers. The rise of new business within the Central Business District will create jobs, provide economic stimulus, and contribute to the tax base revenues for South Tucson.

While we aim to positively improve our economic status, we do not want to do so at the expense of long-time residents or disadvantaged citizens. Our project inherently incorporates sustainable and equitable development practices. It will allow us to retain residents who have historically lived in this predominantly Hispanic community, thereby preserving the culture and community pride. We will provide opportunities for business expansion, thereby increasing income and protecting the environment. It will also increase health-related amenities such as recreational facilities, medical/dental care, and healthy and affordable food. Finally, it will increase access to more affordable and safer housing.

Sustainable small business attraction and retention is the key component of our *Economic Vitality Plan* developed in April 2015 and the *Strategic Economic Development Plan* updated in 2015. Brownfields



grant funds will be used to further the goals of these plans. We believe the Target Area holds tremendous opportunities for job growth, housing, and cultural and entertainment venues. Accordingly, we have devoted significant resources to its redevelopment, such as:

1. We have collaborated extensively with existing and potential property owners to expedite permitting, establish flexible zoning and variances, and correct code violations.
2. The City's Neighborhood Preservation Ordinance is an important tool for sustainable redevelopment. The ordinance can force homeowners and renters to clean up and make improvements to their homes and yards. It also allows court-ordered demolitions of blighted structures, resulting in construction of affordable housing by community organizations such as Habitat for Humanity and the Primavera Foundation.
3. The City is implementing a program to encourage walking and bicycling as appropriate transportation alternatives. The City has newly-repaved streets lined by sidewalks, new residential streetlights, and upgraded pedestrian safety features to complement excellent bus service. The El Paso and Southwestern Greenway, linking most of the greater Tucson area was opened in 2018.

ii. Outcomes and Benefits of Redevelopment Strategy

Blight and the perception of environmental contamination have negatively affected South Tucson almost from its incorporation. However, over the last several years, the City has demonstrated that Brownfields-related obstacles are overcome with a strategic vision and financial investment, particularly Community-Wide Assessment grants. We have experienced positive economic development, affordable housing, and environmental cleanup from Brownfields funds that have provided noticeable economic and social benefits. Brownfields funding for redevelopment of commercial buildings and residences affords the opportunity to facilitate renewable energy and incorporate energy efficiency.

Two economic initiatives have the potential to greatly assist our efforts to revitalize the target area. The City of South Tucson is a designated Opportunity Zone and is a perfect example of the type of community for which this tax-deferred program was created. In addition, the Central Business District qualifies for the Arizona Property Lease Excise Tax (GPLET) program, a redevelopment tool that allows property taxes to be abated for 8 years for businesses within the CBD. Vacant and underutilized properties are the primary focus of the City for the use of GPLET, providing an incentive for Brownfields redevelopment.

Brownfields sites within our community, particularly our priority sites, have depressed valuation, but are primed for significant increases partly due to the Opportunity Zone and GPLET tax incentives. We are also located within 2 miles of the booming downtown Tucson area, the Bridges, and other community revitalization efforts that are sure to benefit South Tucson, including:

- South Tucson is less than 1 mile from the City of Tucson's Rio Nuevo District which is a Tax Increment Financing (TIF) district. Over the last 5 years, Rio Nuevo has produced \$2 billion of economic impact and transformed \$1 of Board-managed investment into \$10 of private equity development. The dramatic revitalization effort has transformed the downtown area with many historical, cultural, recreational, and commercial amenities.
- There are also serious discussions underway to construct an extension of the Tucson Modern Streetcar along 6th Avenue, the main commercial corridor in the City of South Tucson.
- The Bridges is a 350-acre master-planned collection of districts along South Tucson's eastern boundary. It includes a corporate office district (home to GEICO's regional headquarters); creative office and educational district; eclectic, Spanish-inspired residential community and park; 65-acre University of Arizona research and innovation park; and 850,000-square foot regional supercenter.
- The Kino Sports Complex is currently under development and will include a soccer tournament complex, recreational area, and associated stores and hotels. A similar complex in Phoenix generates over \$100 in direct and induced spending, a portion of which can flow into revitalized businesses in South Tucson.



South Tucson has experienced tangible economic growth as a result of previous Community-Wide Assessment grants, as illustrated by three examples. A former automotive salvage yard along Fourth Avenue was assessed and converted to a retail strip mall. An inactive paint and body shop along Sixth Avenue was redeveloped into two commercial buildings. An inactive heavy equipment yard is the now the headquarters of a paving company. The net economic benefits of these examples alone were creation of 43 new jobs and leveraging of \$1.6 million in new redevelopment projects.

C. STRATEGY FOR LEVERAGING RESOURCES

i. Resources Needed for Site Reuse

South Tucson has demonstrated an exceptional ability to leverage Brownfields Assessment grant funds. We estimate that we have leveraged almost \$12 in outside funding for every \$1 in Brownfields grant funds. To illustrate using just three of several examples, leveraged funds have been used to redevelop former Brownfields sites into the following beneficial uses:

- **Las Abuelitas** – Developed by Primavera Foundation, this complex provides affordable housing focused on grandparents raising grandchildren. It consists of twelve 2- and 3-bedroom homes, Community Garden, Courtyard, and Community Building. The facility received a LEED Platinum rating and about \$3.2 million was leveraged.
- **Garden Kitchen** - Created through a partnership with the University of Arizona, Pima County and South Tucson, this is a seed-to-table health education program that demonstrates how to grow, buy, store and cook nutritious food. About \$500,000 was leveraged.
- **Sullivan-Jackson Center** – Serves as one of Pima County's Employability Skills Training Center and was Pima County's first LEED Building (Gold Rating). \$1.5 million in leveraged funding was used to construct the facility.

In 2016 alone we received over \$240,000 in CDBG funds to redevelop EPA grant-assessed Brownfields sites including mini-park acquisition and construction; healthy food education center purchase and redevelopment; commercial cooking training center renovation; and demolition of unsafe and vacant structures. Leveraged funding has been used extensively throughout South Tucson to create small business opportunities. At least ten different Brownfields sites have been redeveloped into business uses including construction, paving, dental/medical, artist, and retail. For example, Magnum Paving redeveloped a Brownfields site into its corporate headquarters, which employs 38 full-time employees (none prior to redevelopment) with an average wage of \$16 per hour, generating about \$8,000 per year in property taxes. We leveraged Brownfields funds with Pima County DOT and a local community agency to create recreational and healthy living alternatives such as the El Paso and Southwestern Greenway.

ii. Reuse of Existing Infrastructure

Brownfields, blighted structures, and other underutilized properties in the City present an excellent opportunity for infrastructure reuse through repurposing of existing buildings and use of existing utility infrastructure. The City emphasizes the importance of mixed use development featuring commercial development compatible with residential development and has outlined this commitment in its Comprehensive Plan. We have invested more than \$33 million over the past decade in infrastructure improvements to the City's commercial corridors through public and private partnerships. The City has also revamped its zoning codes and ordinances to make commercial development more attractive. Furthermore, the City has increased enforcement to correct non-conforming property uses.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

A. COMMUNITY NEED

i. The Community's Need for Funding

As a small community with limited resources, we are constantly faced with financial and budgetary challenges. Continuing rising costs associated with prisoner detainment, animal control, and public safety pensions has made it difficult to keep up with normal obligations and long-term debt commitments.



Furthermore, in an effort to align its policies with newer legislative measures, the City has modified its licensing practice on residential rentals, which has affected City finances with an annual loss of \$80,000.

Brownfields sites comprise 36% of South Tucson's area. The City owns very little land and lacks the funding to acquire additional land. In addition, partially due to the environmental stigma associated with the City, there are not enough commercial, retail, or manufacturing sites to generate sufficient sales tax revenues to provide needed improvements. Brownfields are exacerbating the City's already insufficient tax base. To illustrate, the Arizona Department of Commerce estimates the City's retail sales per capita is less than \$8,000 versus an average of over \$10,000 in Arizona. Consequently, Brownfields sites discourage meaningful employment opportunities and prevent the City from providing necessary social services.

Economic effects of Brownfields can be most vividly understood by closely examining the positive impacts from Brownfields assessments. We calculated the economic impact of just eight Brownfields sites that were redeveloped using EPA grant funds. Previously, these sites were vacant, and had dilapidated structures and historical environmental concerns. Based on our review of tax records and interviews with the new business owners, we conservatively estimate that over 60 new jobs, over \$2 million in employee wages, and \$60,000 in property taxes were generated from redevelopment of these Brownfields.

ii. Threats to Sensitive Population

(1) Health or Welfare of Sensitive Populations

The population of South Tucson is composed of 90% minorities, 27% children, and 23% women of child-bearing age. According to the Arizona Department of Health Services, over 64% of children between the ages of 0 and 14 live below the poverty level (compared to 19 percent for Arizona) and over 20% of households are headed by females (compared to 11 percent for Arizona). Environmental and social challenges associated with these demographics will be directly addressed through Brownfields assessment made possible by this grant. We will also create opportunities for business expansion and/or attraction, which will likely increase home ownership, raise City tax revenue, and allow for provision of additional social service. As an example, we used previous Brownfields funding to assist in the development of a community kitchen operated by the YWCA of Southern Arizona. This facility has empowered its students, many who are minority women, to start or expand their own businesses.

We will be able to address pervasive environmental issues. Known contaminants in Brownfields sites within the City of South Tucson include VOCs, PAHs, PCBs, metals, asbestos, and lead-based paint which originate from Brownfields such as automotive repair and salvage shops, industrial facilities, and older stock housing. These chemicals include known carcinogens and can cause reproductive and developmental defects, which directly impact the sensitive populations located in the City. The lack of health care facilities combined with low income, both of which are directly attributable to the abnormally high rate of Brownfields in South Tucson, contribute to the threat to the health and welfare of the sensitive populations.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions

There is a clear connection between income level and access to health services in South Tucson. There are no hospitals or primary care physicians located within South Tucson's city limits. There is one dentist office, which was developed on the site of a former Brownfields. South Tucson residents are hospitalized an average of 964 days per 1,000 residents compared to an average of 520 days per 1,000 residents for Arizona as a whole. Brownfields redevelopment is a key component to addressing health disparities within this community and is crucial to urban revitalization efforts. Incorporating the obvious correlation between high poverty levels, adverse environmental conditions, and health impacts into Brownfields-related cleanup and land-use decisions will increase successful neighborhood redevelopment and public health benefits.

(3) Disproportionately Impacted Populations

South Tucson is experiencing a deterioration of its cultural identity, in large part due to lack of employment opportunities and social services. Younger adults, who are part of multi-generational South Tucson



families do not see a promising future and are moving out. This void is being filled by short-term residents who are not committed to the community and who generally do not take pride in its history and culture. In addition, the median income of renter-occupied residences is about one-half of that of owner-occupied residences. The lack of income and community concern has led to blighted properties, higher crimes rates, and disinvestment in the community.

A common misconception of South Tucson is that it is a blighted, high crime area with little to offer to a non-resident, which to a large degree is caused by the very visible presence of Brownfields. The economic conditions, social environment, concentration of social service providers, and the vulnerable populations they attract, help to create an overwhelming crime problem. South Tucson Police arrest 19 times as many misdemeanor offenders per capita as do police in nearby suburban jurisdictions. The city has the highest misdemeanor crime rate per capita in Arizona. Over 90% of these misdemeanor crimes are considered quality of life crimes such as prostitution, shoplifting, drinking in public, or narcotics possession.

Rates of homicides, deaths from firearm-related injuries, suicides, and drug- and alcohol-induced deaths are substantially higher in South Tucson than in Pima County and nationwide. These causes of death can be correlated directly to factors resulting from the high density of Brownfields in South Tucson, such as poorly-funded and underachieving schools, lack of area employment opportunities that serve as incentives for educational achievement, and poverty. Brownfields redevelopment, and the resulting quality of life improvements that it brings, can help address these causes of death.

B. COMMUNITY ENGAGEMENT

i. Project Partners and ii. Project Partner Roles

Primavera Foundation Peggy Hutchison, Executive Director (520) 882-5383/ phutchison@primavera.org	Community involvement support, provide input to grant activities and priorities, and identify potential redevelopment opportunities.
Rio Nuevo Edmund Marquez, Board Member (520) 323-9333/EdmundMarquez@allstate.com	Technical guidance and support related to Opportunity Zones, GPLET, business attraction, and leveraged funding options.
Healthy South Tucson Coalition Jennifer Parlin, Facilitator (520) 621-0476	Community involvement support, provide meeting space, provide input to grant activities and priorities, and identify redevelopment opportunities.
Ochoa Community Magnet School Rosamaria Duarte Raub, Principal (520) 225-2400	Community involvement support, provide input to grant activities, and provide meeting space.

In addition to these partners, we have wide support from citizens and business in our community who have participated in the Brownfields program including Kevin Volk (Volk Realty) and Kenyon Gee (TNT Market). These owners have and will continue to be vocal supporters of our Brownfields program and influence other business owners and developers to consider Brownfields redevelopment in South Tucson.

iii. Incorporating Community Input

The City's first Brownfields grant was awarded in 2005, and the entire community has always been given an opportunity to participate in setting the direction and establishing the priority for the Brownfields program. Our program is advertised through our website, with periodic fliers to the community, and posting at South Tucson-owned properties. We frequently engage with community-based organizations that have an extensive reach and are adept at disseminating program information to large segments of the community. South Tucson's public involvement and outreach strategies have been extremely effective, as shown by the success and support of the previous Brownfields programs. The City provides information in both English and Spanish because a significant portion of the community is Spanish-speaking. We meet individually with property owners, business leaders, service organizations, and citizens to discuss the Brownfields



program and its benefits. By doing this, we allay concerns such as liability, use of assessment data, impacts of contamination, and government support. The City will remain proactive in communicating with its citizens and stakeholders during the implementation of this assessment program.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

A. DESCRIPTION OF TASK/ACTIVITIES AND OUTPUTS

Task 1: Project Management	
<u>Project Implementation:</u>	Direct costs for programmatic and financial grant management, such as reporting and environmental oversight; Travel to EPA-sponsored and other Brownfields-related national and regional conferences and workshops.
<u>Anticipated Project Schedule (Milestones):</u>	Quarterly Reports: January 2021/2022/2023; April 2021/2022/2023; July 2021/2022/2023; October 2021/2022/2023 Annual Federal Financial Reports: December 30, 2020/2021/2022 Annual MBE/WBE Utilization Reports: October 30, 2021/2022/2023 Final Reports: December 30, 2023 ACRES reporting: within 10 days following reportable activity
<u>Task/Activity Lead:</u>	City of South Tucson
<u>Outputs:</u>	Prepare EPA-approved Work Plan; Hire environmental and planning contractors adhering to Federal procurement requirements; Submit Quarterly Progress, annual, and final reports; Complete and timely entry of project information into ACRES; Travel to EPA-sponsored National and regional workshops.
Task 2: Community Involvement	
<u>Project Implementation:</u>	Update Community Outreach Plan to actively seek and promote citizen input. Prepare outreach/promotional materials. Update website monthly and conduct stakeholder meetings quarterly. Meet with owners, brokers, and others to invite program participation.
<u>Anticipated Project Schedule (Milestones):</u>	Prepare Brownfields award announcement and update website: October 31, 2020 and monthly thereafter Conduct Quarterly Stakeholders meetings: January 2021/2022/2023; April 2021/2022/2023; July 2021/2022/2023; October 2021/2022/2023 Meet with owners, brokers, other stakeholders: As requested
<u>Task/Activity Lead:</u>	City of South Tucson
<u>Outputs:</u>	Community Outreach Plan; 16 stakeholder meetings; website announcement and updates; 40 individual meetings; program brochure.
Task 3: Site Assessment	
<u>Project Implementation:</u>	Conduct site assessments of EPA-approved sites; complete reporting requirements.
<u>Anticipated Project Schedule (Milestones):</u>	Complete EPA-Approved QAPP: January 30, 2020 Complete EPA-Approved SAPs and Eligibility Determinations: 5 days prior to site assessment Complete 20% of Site Assessment Activities: October 31, 2021 Complete 65% of Site Assessment Activities: October 31, 2022 Complete 100% of Site Assessment Activities: September 30, 2023 Complete AAI Checklist: within 10 days following completion of Phase I ESA
<u>Task/Activity Lead:</u>	Environmental Contractor
<u>Outputs:</u>	Prepare EPA-approved Quality Assurance Project Plan and Sampling and Analysis Plans (11 total); Prepare Eligibility Determinations for review and approval by EPA (12 total); Perform 13 Phase I ESAs; Perform 6 Phase II ESAs; Complete 5 Asbestos Surveys; Complete 4 Lead-Based Paint Surveys; and Complete AAI checklist.
Task 4: Redevelopment Planning	
<u>Project Implementation:</u>	Prepare Comprehensive Brownfields Redevelopment Plan to guide and facilitate Brownfields redevelopment with the following components: Brownfields Inventory and Prioritization, Needs Analysis, Retail Market Analysis, Housing Analysis, SWOT Analysis, and Action Plan with performance measures.



Anticipated Project Schedule (Milestones):

Complete Brownfields Inventory and Prioritization: February 2020 (and update throughout project)
Conduct Stakeholder Meetings: March 2020 – February 2021
Complete Needs Analysis, Retail Market Analysis, Housing Analysis, SWOT Analysis: January 2022
Complete Action Plan/Performance Measures: March 2022
Complete Final Comprehensive Brownfields Redevelopment Plan: July 2022

Task/Activity Lead: Planning Consultant and Redevelopment Specialist

Outputs: Prepare three Brownfields Cleanup Plans; Prepare Comprehensive Brownfields Redevelopment Plan;
Conduct 6 stakeholder planning meetings.

B. COST ESTIMATES

PETROLEUM PRODUCTS						
Budget Category		Task 1 – Program Management	Task 2 - Community Involvement	Task 3 – Site Assessment	Task 4 – Planning	TOTAL
Direct Costs	Personnel	\$3,000	\$1,900	\$1,150	\$2,650	\$8,700
	Fringe Benefits	\$1,050	\$665	\$403	\$927	\$3,045
	Travel	\$5,000	\$0	\$0	\$0	\$5,000
	Supplies	\$0	\$1,000	\$0	\$0	\$1,000
	Contractual	\$0	\$0	\$57,900	\$41,250	\$99,150
Total Petroleum		\$9,050	\$3,565	\$59,453	\$44,827	\$116,895
HAZARDOUS SUBSTANCES						
Budget Category		Task 1 – Program Management	Task 2 - Community Involvement	Task 3 – Site Assessment	Task 4 – Planning	TOTAL
Direct Costs	Personnel	\$3,900	\$2,000	\$1,150	\$2,650	\$9,700
	Fringe Benefits	\$1,415	\$700	\$402	\$928	\$3,445
	Travel	\$5,000	\$0	\$0	\$0	\$5,000
	Supplies	\$0	\$1,085	\$0	\$0	\$1,085
	Contractual	\$0	\$0	\$122,000	\$41,875	\$163,875
Total Hazardous		\$10,315	\$3,785	\$123,552	\$45,453	\$183,105
TOTAL		\$19,365	\$7,350	\$183,005	\$90,280	\$300,000

Task 1: Program Management	
Cost Basis – Petroleum Products:	Cost Basis – Hazardous Substances:
Personnel: 1 person @ 60 hours @ \$25/hour = \$1,500	Personnel: 1 person @ 72 hours @ \$25/hour = \$1,800
Personnel: 1 person @ 100 hours @ \$15/hour = \$1,500	Personnel: 1 person @ 140 hours @ \$15/hour = \$2,100
Fringe: 35% of \$3,000 = \$1,050	Fringe: 35% of \$3,900 = \$1,415
Travel: 1 person @ 2 conferences @ \$2,500/person = \$5,000	Travel: 1 person @ 2 conferences @ \$2,500/person = \$5,000
Task 2: Community Outreach	
Cost Basis – Petroleum Products:	Cost Basis – Hazardous Substances:
Personnel: 1 person @ 76 hours @ \$25/hour = \$1,900	Personnel: 1 person @ 80 hours @ \$25/hour = \$2,000
Fringe: 35% of \$1,900 = \$665	Fringe: 35% of \$2,000 = \$700
Supplies: Outreach materials (fliers, posters) = \$1,000	Supplies: Outreach materials (fliers, posters) = \$1,085
Task 3: Environmental Assessments	
Cost Basis – Petroleum Products:	Cost Basis – Hazardous Substances:
Personnel: 1 person @ 46 hours @ \$25/hour = \$1,150	Personnel: 1 person @ 46 hours @ \$25/hour = \$1,150
Fringe: 35% of \$1,150 = \$403	Fringe: 35% of \$1,150 = \$403
Contractual: Prepare QAPP = \$1,500	Contractual: Prepare QAPP = \$1,500



Contractual: 3 Phase I ESAs @ \$3,800 per Phase I ESA = \$11,400 Contractual: 3 Phase II ESAs @ \$15,000 per Phase II ESA = \$45,000	Contractual: 10 Phase I ESAs @ \$3,800 per Phase I ESA = \$38,000 Contractual: 3 Phase II ESAs @ \$16,000 per Phase II ESA = \$48,000 Contractual: 5 Comprehensive Asbestos Surveys @ \$4,100 per survey = \$20,500 Contractual: 4 Lead-Based Paint Surveys @ \$3,500 per survey = \$14,000
Task 4: Redevelopment Planning	
Cost Basis – Petroleum Products:	Cost Basis – Hazardous Substances:
Personnel: 1 person @ 106 hours @ \$25/hour = \$2,650 Fringe: 35% of \$2,650 = \$928 Contractual: Planning Consultant @ 190 hours @ \$125/hour = \$23,750 Contractual: Redevelopment Specialist @ 140 hours @ \$125/hour = \$17,500	Personnel: 1 person @ 106 hours @ \$25/hour = \$2,650 Fringe: 35% of \$2,650 = \$928 Contractual: Planning Consultant @ 200 hours @ \$125/hour = \$25,000 Contractual: Redevelopment Specialist @ 135 hours @ \$125/hour = \$16,875

C. MEASURING ENVIRONMENTAL RESULTS

We have demonstrated our administrative and programmatic processes and procedures allow us to exceed grant requirements and expectations, and we will continue to use these methods for this grant. We will prepare a Work Plan with defined, quantitative project goals, and a schedule as part of the Cooperative Agreement with EPA. Project outputs, outcomes, and schedule will be tracked and reported with each Quarterly Progress Report. The report will list goals accomplished and expected goals for the next quarter. If goals or schedule are not met, the City will notify EPA's project manager and we will provide proposed corrective actions. The City will update ACRES within 10 business days of project activity. Outcomes directly resulting from this grant are expected to be seen in 2021 and are estimated to be met by 2023.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

A. PROGRAMMATIC CAPABILITY

i. Organizational Structure

The Brownfields technical, budgetary, and scheduling tasks will be undertaken by the City's Planning Director. Grant administration and financial functions (fund draw-downs, Federal Financial Reports, MBE/WBE Utilization Reports) will be completed by the City's financial administrator. The City Manager will provide overall program management. We will procure grant administration assistance from an contractor who will assist with quarterly and annual reporting, ACRES input, and technical consulting.

ii. Description of Key Staff

Mick Jensen, Planning, Zoning, and Development Services Director, will manage this Assessment grant. Mr. Jensen successfully oversaw the FY2017 and FY2014 Community-Wide Assessment grants. Mr. Jensen has been with South Tucson for 8 years and is very familiar with EPA reporting requirements, output/outcome tracking, and other aspects of successful grant implementation and management.

Lourdes Aguirre, Finance Director, will oversee all financial aspects related to the grant award to include procurement, payment processing, reimbursements, draw downs, and financial reporting. She has been with South Tucson for 11 years and was responsible for managing three of the City's previous Brownfields grants. She is very familiar with accounting standards related to grants and has successfully overseen various other Federal grants.

iii. Acquiring Additional Resources

Due to our limited resources, South Tucson entered into an intergovernmental agreement (IGA) with the City of Tucson that allows us to use Tucson's on-call contract to support our Brownfields program. The use of Tucson's on-call contract meets South Tucson's applicable Cooperative Agreement and Federal



procurement requirements. We have used this IGA to hire environmental consultants on our previous four Brownfields Assessment grants, allowing us efficiently and economically expend our grant funds. We will use the IGA for this FY2020 grant to hire environmental, planning, and redevelopment contractors.

Pima County approved an Intergovernmental Agreement (IGA) in August 2019 to assist South Tucson in economic matters including expansion of South Tucson's GPLET, redevelopment of blighted areas, assistance in Opportunity Zone investment opportunities, use of South Tucson's Regional Transportation Authority funding to construct transportation infrastructure and conduct improvements, and assistance in creating special improvement districts within the City to provide enhanced public services. We will rely on Pima County's assistance in developing the Comprehensive Brownfields Redevelopment Plan.

South Tucson has a strong, long-standing relationship with the Arizona Department of Environmental Quality Brownfields program. The City continues to seek technical assistance and long-term redevelopment advice and cleanup funding from ADEQ's Brownfields Program. We communicate frequently with our EPA Region 9 Project Manager, José Garcia, and will continue to work with Mr. Garcia and other Region 9 staff to assure the success of our program. The City of Tucson and Pima County, Arizona run very successful Brownfields programs, and provide technical and administrative assistance on a regular basis.

B. PAST PERFORMANCE AND ACCOMPLISHMENTS

i. Currently Has or Previously Received an EPA Brownfields Grant

(1) Accomplishments

South Tucson has received four EPA Brownfields Community-Wide Assessment grants. The three most current are:

- FY2009 Community-Wide Assessment Grant (Petroleum and Hazardous) - \$400,000
- FY2014 Community-Wide Assessment Grant (Petroleum and Hazardous) - \$400,000
- FY2017 Community-Wide Assessment Grant (Petroleum and Hazardous) - \$300,000

The significant accomplishments of the three Community-Wide Assessment grant funds were:

- Completed Brownfields inventory and developed Access-based Brownfields database and status
- Outcomes and outputs listed in each Assessment grant were exceeded.
- Completed 61 Phase I ESAs compliant with All Appropriate Inquiry using ASTM E1527
- Completed 22 Phase II ESAs
- Redeveloped former Brownfields: two LEED-certified buildings, Employability Skills Training Center, community gardens, food education center, over 30 affordable housing units, open parks
- Leveraged approximately \$5 million in new development
- Created and/or retained over 100 jobs and redeveloped 12 acres on Brownfields sites
- Accurately reflected results in ACRES at the time the proposal was submitted.

(2) Compliance with Grant Requirements

The City has fully met terms and conditions of four EPA Cooperative Agreements, including adherence to Federal procurement requirements; Complete and timely submission of Work Plan; Timely submission of Quarterly Progress reports, annual reports, and final reports; Complete and timely entry of project information into ACRES; Submittal and EPA approval of Eligibility Determinations; EPA-approved QAPP and SAPs; Completion of AAI checklist; Exceeded grant outcomes and outputs.

Year	Amount	Grant Period	Status	Funds Remaining
FY2005	\$200,000	10/2005 – 9/2008	Closed	\$0
FY2009	\$400,000	10/2009 – 9/2012	Closed	\$0
FY2014	\$400,000	10/2014 - 9/2018	Closed	\$0
FY2017	\$300,000	10/2017 – 9/2020	Open	\$1,321.15



THRESHOLD CRITERIA

1. **Applicant Eligibility**

The City of South Tucson is a General Purpose Unit of Local Government as defined under 40 CFR Part 31. Our Coalition Members, Pima County and the City of South Tucson are also General Purpose Units of Local Government as defined under 40 CFR Part 31.

2. **Community Involvement**

South Tucson has created a plan in order to involve the community and other stakeholders during the planning, implementation and other assessment activities for this grant project. South Tucson's community involvement plan can be found in Sections 2.B.i., 2.B.ii, and 2.B.iii. of the attached Narrative.

3. **Documentation of Available Balance**

The City of South Tucson has one open Brownfields Community-Wide Assessment grant from FY2017, which will be closed by 1st Quarter of 2020. We have drawn down more than 99% of the project budget as documented in the attached Automated Standard Proposal for Payments (ASAP).

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted United States Environmental Protection Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) BF-99T61301			Page of 1 of 1 pages		
3. Recipient Organization (Name and complete address including Zip code) <div style="text-align: center;"> City of South Tucson 1601 S. 6th Avenue South Tucson, AZ 85713 </div>							
4a. DUNS Number 020681557	4b. EIN 86-6000267	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year) 10/1/2017		To: (Month, Day, Year) 9/30/2020		9. Reporting Period End Date (Month, Day, Year) 9/30/2019			
10. Transactions (Use lines a-c for single or multiple grant reporting) Federal Cash (To report multiple grants, also use FFR Attachment):					Cumulative		
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					\$300,000.00		
e. Federal share of expenditures					\$298,678.85		
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)					\$298,678.85		
h. Unobligated balance of Federal funds (line d minus g)					\$1,321.15		
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official <div style="text-align: center;"> Lourdes Aguirre, Finance Director </div>					c. Telephone (Area code, number and extension) <div style="text-align: right;">(520) 792-2424 x 335</div>		
b. Signature of Authorized Certifying Official 					d. Email address <div style="text-align: right;">laguirre@southtucson.org</div>		
e. Date Report Submitted (Month, Day, Year) <div style="text-align: right;">12/2/2019</div>					14. Agency use only: Federal Share Calculation		
					100.00%		

Standard Form 425

OMB Approval Number: 0348-0061

Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Payment Transaction Confirmation

last reimbursement request

Payment Request Sequence Number : 07-11-2019 02555618 00001

Payment Request Type :	Summary
Payment Method :	ACH
Bank Relationship :	122105320*****5138
Requested Settlement Date :	07/12/2019
Requested Date and Time :	07/11/2019:21:04
Requestor Reference Number :	8
Total Items :	1
Total Amount Requested :	\$2,000.00
Total Amount Entered :	\$2,000.00

Recipient : CITY OF SOUTH TUCSON (0408339)

Federal Agency : ENVIRONMENTAL PROTECTION AGENC (68128933)

Cash On Hand : Subtotal :\$2,000.00

Seq # / Item #	Account ID	Account Status	Available Balance	Remittance Code	Remittance Amount	Amount Requested	Payment Request Status
1	BF99T61301	Open	\$3,321.15				Queued to be sent to ACH
	BF99T61301-G9CXNY00	Open				\$2,000.00	

7/16/2019 https://tmcb-uob.nbarizona.com/s1gcb/sbb/common/home/print?OWASP_CSRFTOKEN=RDHE-CS8T-627Q-UDM8-XEOI-9WDH-GLEI-...

Transaction Date 07/12/2019
 Account *****5138
 Transaction Type ACH Credit Received
 Credit/Debit Credit
 Amount \$2,000.00
 Bank Reference 1106725808
 Reference Text ASAP 9051036803GRANT PAY CTX071119I0000364 0007COSTAZREF # 0191930049 70409 ISA*00* *00*
 *17*000000051036803*ZZ*000000000408339*1907 11*215

Report Criteria:

Actual Amounts
All Accounts
Summarize Payroll Detail
Print Period Totals
Print Grand Totals
Include Tacituss: None
Include Tacituss: None
Include Accounts: None
Include BalSht Subaccts: None
Total by BalSht Subacct
Include Sources: None
Include Revenues: None
Exclude Categorys: 510
All Segments Tested for Total Breaks
Account Account Number = 3652017000000-3652017999999
[Report].Journal = "AP"
[Report].Journal = {OR} {IS NULL}

— C42019 activity —

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
3652017610225							
			12/31/2018 (12/18) Balance	365-2017-610-225			.00
			10/31/2019 (10/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Total 3652017610225:					.00	.00	.00
3652017610270							
			12/31/2018 (12/18) Balance	365-2017-610-270			49,196.50
03/01/2019	AP	48	GeoTek Contracting an 3181		39,921.22		
			03/31/2019 (03/19) Period Totals and Balance		39,921.22 *	.00 *	89,117.72
06/21/2019	AP	213	GeoTek Contracting an 3181		2,000.00		
			06/30/2019 (06/19) Period Totals and Balance		2,000.00 *	.00 *	91,117.72
			10/31/2019 (10/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Total 3652017610270:					41,921.22	.00	49,196.50
3652017610280							
			12/31/2018 (12/18) Balance	365-2017-610-280			.00
			10/31/2019 (10/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Total 3652017610280:					.00	.00	.00
Number of Transactions: 2 Number of Accounts: 3					Debit	Credit	Proof
Grand Totals:					41,921.22	.00	41,921.22

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

12/03/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

City of South Tucson, Arizona

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

0206815570000

d. Address:

* Street1:

1601 S. 6th Avenue

Street2:

* City:

South Tucson

County/Parish:

* State:

AZ: Arizona

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

85713-2803

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Mick

Middle Name:

* Last Name:

Jensen

Suffix:

Title:

Senior Planner

Organizational Affiliation:

* Telephone Number:

5207922424

Fax Number:

520-628-9619

* Email:

mjensen@southtucson.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-19-05

* Title:

FY20 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Brownfields Community-Wide Assessment Grant Application
Central Business District Redevelopment Plan

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="300,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed: